504 Help Wanted Office-Clerical

FULL or part time, experienced accountant with tax corporation experience for local CPA firm. 557-6066

FULL TIME office help needed for major fast food franchise, record keeping, telephone, dictaphone, catering, etc. Light typing, good wages with benefits, call Gail for interview 353-7604

FULL TIME SECRETARY
To manager of sales office in Southfield. 35 hour week. Benefits. Call 549-6677

GAL FRIDAY, Livonia, Westland, Plymouth, Canton area. Small real estate firm needs a person with an aptitude of logic, typing and preferably some shorthand skills, accuracy in spelling and punctuation, a pleasant people oriented personality, who desires to work near home 35 to 40 hours per week in office located near Ann Arbor Rd. and Newburgh. Salary commensurate with experience. Call Mrs. Good at One Way Realty 522-6000

GENERAL CLERICAL, light typing, telephone, calculator, $150 week, Mayflower Moving & Storage.
522-9270

GENERAL OFFICE person needed. Light bookkeeping. Birmingham area. Please call 644-4188

GENERAL OFFICE
Person needed, light Bookkeeping. Birmingham Area. Please call
644-4188

GENERAL OFFICE WORK
Experienced person is required for general office work. Management company in Southfield. Benefits. 557-8335

GENERAL OFFICE-TYPISTS
Needed. Good benefits. Full time positions. Southfield medical billing office. No experience needed. Contact Cheryl 354-4026

GENERAL OFFICE
Person needed to do miscellaneous duties in rapidly growing Southfield firm. Typing required. Excellent benefits and working conditions. For appointment call 352-3200

GENERAL OFFICE - mature person preferred with good typing skills, pleasant telephone personality, and flexible 40 hour week, good benefits. Redford area. Contact Christine 8 to 5 PM. Monday thru Friday 937-8700

GENERAL OFFICE
Full time, pleasant personality. We will train. Southfield's Curtains. 557-7553

GENERAL OFFICE - full time. We will train. Apply 12100 Greenfield, south of the Jeffries freeway. Raimi's Curtains 837-7[illegible]

GENERAL OFFICE help for retail furniture store. Will consider recent design graduate, full time benefits, Farmington area, 476-7272

GENERAL OFFICE
Applicants must be proficient for figures and ability to type 45-50 WPM. Office experience helpful but not essential. For further information call Personnel Dept.

Alexander Hamilton Life Insurance Co. Of America
553-2000
12 Mile & Farmington Rd.

GENERAL OFFICE
Typing, Billing, Taking Phone Orders. You must be proficient on a typewriter & Calculator, very complete benefit program. Starting rate, $4. per hour.
SNAP ON TOOLS
23460 Industrial Park Dr.
476-7300

GREAT BOSS!
FEE PAID. Livonia company offers office typing opportunity! Some bookkeeping and the ability to organize are all that's required.
TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

HIGH SCHOOL STUDENT
"A" average to work part time in Southfield Law office.
645-5410

EXPERIENCED legal secretary needed for Farmington Hills law firm. Good typing & dictaphone skills required. Excellent benefits. Call Linda Widrig, 851-9500

EXPERIENCED LEGAL Stenographer required for small Birmingham Law office. Salary & fringe benefits, commensurate with experience. Call for appointment 647-8653

FIGURE PANTRY
Switch from billing & accounts to Front Desk duties, with this Troy Group, needing typist with some office experience. $750 plus start depends on you. Dental plan included.
Call 649-1414
Your New Boss Pays Our Fee.
HARRIET SUDGE PERSONNEL

FILE CLERK
Experienced person needed for filing and some light typing. Must be high school graduate. Apply in person, Advance Watch, 12360 Beech Daly, Redford.

FILE CLERK
Insurance company in Southfield needs energetic, experienced file and mail clerk. Comprehensive benefits. Call Pam Haas
An Equal Opportunity Employer

FILE CLERK
No experience. Southfield. Call Cathy 353-2090

FILE, DELIVERY & COPY CLERK
for mine & wind dealer with Southfield Law Firm. Assist where needed. Morning or full time. Provide own transportation. Mr. Bornstein, 355-5600

FINE MUSIC STORE in Troy seeks full time employee. Some light bookkeeping and typing required. 539-8500

For Your Convenience

KELLY SERVICES HAS (2) SPECIAL , RECRUITING CENTERS IN PLYMOUTH ANN GARDEN CITY. NOW TAKING APPLICATIONS FOR PERSONS WITH ANY OFFICE EXPERIENCE, WHO WOULD BE INTERESTED IN WORKING ON TEMPORARY CLERICAL ASSIGNMENTS. LET US EVALUATE YOUR SKILLS AND FIND OUT HOW MANY OF OUR 100 JOB CLASSIFICATIONS YOU QUALIFY FOR. VISIT THE CLOSEST INTERVIEWING CENTER TO YOU BETWEEN 9 AND 3 PM. TODAY.

233 S. MAIN, PLYMOUTH
(across from the Dairy King)

32669 W. WARREN
GARDEN CITY
(Warren & Venoy Plaza in the Mall)

522-4025
KELLY SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F

EXECUTIVE SECRETARY
REAL ESTATE
KNOWLEDGE HELPFUL
Pleasant office atmosphere.
Call
LAVERNE EADY
& ASSOCIATES, INC.
626-4711 227-4744

O&E

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY - Troy firm , working for sales executives, good typing & dictaphone experience, shorthand helpful, benefits, $900, fee paid.

RECEPTIONIST - Southfield firm, good typing & general office duties, $750, fee paid.

LOIS RAY PERSONNEL
559-0560

EXEPERIENCED legal secretary needed for small Birmingham law office, with corporate & real estate practice, salary commensurate with experience. 644-1433

HOTEL, MOTEL Receptionist - front desk, PBX, typing, part time, full time, including weekends. Apply in person 9 AM. to 11 AM. or 2 PM. to 4 PM. Botsford Inn, 28000 Grand River, Farmington.

HOUSEWIVES!

Earn $$ working glamorous temporary assignments at top Companies.

NO FEES

All skills needed. Work where and when you want.

SCOTT GROUP
334-9790
1383 N. Woodward, Suite 20
Bloomfield Hills
or
542-9232
738 So. Washington
Royal Oak

TOTAL EMPLOYMENT SERVICE

INSURANCE
Agency has position open for Clerk Typist and File Clerk. American Center Building, Southfield. Call Mrs Wick.
354-0400

INSURANCE COMPANY
Has need for Rater & Coder. Good benefits. Rapid Advancement, will train, near Tel Twelve Mall, hrs. 8.30-4. Ask for Jenny
Universal Underwriters Insurance Co.
642-6013

INSURANCE
Mortgage Company
In Southfield
needs an experienced Fire Insurance clerk. Must type minimum of 50 WPM.
Call Bev, 355-9513

INSURANCE
Southfield Insurance Agency needs experienced commercial lines person. Full time. Salary open. 375-5076

INVOICE ACCOUNTING CLERK
Immediate opening for experienced Invoicing Clerk in Novi. Good figure aptitude and light typing. Excellent benefits. 349-5300

JUNIOR SECRETARY for busy Southfield office. Must be a self motivated individual with good typing skills, excellent spelling/grammer & be willing to be trained on word processing equipment. 353-8675

Keypunch-Key Tape Operators
Schoolcraft - Middlebelt Area. Minimum 6 months experience, full & part time, days, afternoons & midnights.
522-1710

LARGE APARTMENT PROJECT
In Oak Park area, person as Rental Agent & to run project office. Light office duties with some figure work, maturity, some experience preferred who has pleasing personality & is able to deal with public in person & on the phone. Full time permanent position with good salary. Please call 9 AM to 3 PM.
557-2500

LAW OFFICE
Secretary for 3 or 4 days per week. Busy 3 girl office in Southfield Hi Rise. Good typing & dictaphone skills required. Legal experience preferred but not necessary. 424-9090
Call for appointment.

LEGAL SECRETARIES

Highly respected established agency serving the legal community in the tri-county area, for over 15 years, has openings for Legal Secretaries for immediate placement, both permanent and temporary. Fee paid by employer.

HILLSTROM & ROSS
626-8188

LEGAL SECRETARY
Part time, some experience necessary. Shorthand required. 6 Mile-Telegraph area. Call 537-1455

LEGAL SECRETARY - wanted by Livonia law firm, call Sue for appt. 477-8333

LEGAL SECRETARY, Southfield office, excellent skills required, experience necessary, benefits, salary open. 355-4141

LEGAL SECRETARY for Southfield Office. from 10-2pm. Must have good typing skills, dictaphone. Three Girl office. 569-5559

LEGAL SECRETARY needed for Southfield Law Firm. Good typing skills and dictating machine experience a must. Legal experience preferred but not necessary. 559-4210

LEGAL SECRETARY
Downtown law firm. Negligence and Workmen's Compensation experience required. Good typing necessary. Excellent benefits. Salary commensurate with ability.
961-0130

LEGAL SECRETARY, experienced, for 2 man law practice. Southfield. 8-5PM. 568-3510 After 6PM 357-1399

LEGAL SECRETARY - Southfield office, good typing & shorthand, knowledge of general & labor law, good salary, insurance paid, 424-8000

LEGAL SECRETARY, with experience, heavy typing, shorthand 90, and good verbal skills. Work for probate attorney of national prestige law firm. To $12,000, fee paid.
Blondale Personnel 645-9884

LEGAL SECRETARIES
TEMPORARY
PERMANENT
We are in desperate need of experienced Legal Secretaries seeking temporary assignments. Detroit and suburban locations available. Earn $40-$45 per day.

Many outstanding permanent positions are also available to candidates seeking full time positions. Openings exist throughout the Tri-county area. Salaries range as high as $15,000.
PERSONNEL AT LAW
3000 TOWN CENTER
SUITE 2540
SOUTHFIELD, MICH. 48075
Southfield 358-0065
Troy 649-2052
Dearborn 336-5777

LIVONIA AREA.
1 Girl Office,
Must be good typist, Handle Books through Trial Balance.
Good Working Conditions, Salary Commensurate with Experience,
Troy, 478-2121

LIVONIA based corporate office needs part time Secretary - Girl Friday, 5 days a week, 8am-5pm. Typing, shorthand, filing and misc duties. Call for interview. 422-3100

504 Help Wanted Office-Clerical

LET THE IRS PAY YOU
Become a Taxpayer Service Representative. Permanent seasonal employment with IRS. $4.51 per hour to start. Written examination and at least 2 yrs. of college education or the equivalent in acceptable work experience required. Paid classroom training for 5 weeks. Work on an "as needed" basis in Internal Revenue Service, Detroit, providing information directly to Taxpayers regarding Federal Income Tax Laws. Contact with Taxpayers will be intimately by telephone. Heavy work load period is January 1st thru April 15th each year. If interested call.
226-6908 or 237-0800

LIFE INSURANCE EXP
Opening for personal secretary to one of the area's top life insurance producers located in Troy. Good secretarial skills required. Are you a reliable responsible person who has the initiative to assist a successful agent in the personal & business insurance field?
649-1722

LIGHT BOOKKEEPING and TYPING
Permanent position, full time. Excellent benefits, if you are a dependable person. Prudential Town Center II.
355-2122

LOOKING FOR A CHALLENGE?
Entry level position available in the Licensing Department of a young and growing firm. Must type accurately, be organized and good with details. Excellent benefits and working conditions. Interested call 353-3200

LOOKING FOR sharp responsible individual as receptionist for reputable growing southfield law firm. Send resume to Karen box 424Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

L.O.C. FEDERAL CREDIT UNION
is now accepting applications for full time employment to be trained as a teller with the opportunity to learn all phases of Credit Union Operations. Farmington, Mich. 474-2200

MAIL ROOM , filing & switchboard relief, typing ability helpful but not mandatory, excellent chance for advancement, large Southfield insurance agency. Call Mr Sadow 358-1100

MAJOR PHARMACEUTICAL CO. seeking applicant in work part time (25½ hours a week) in division manager sales office. Individual with a minimum of one year experience and the ability to work independently. Routine secretarial duties including reports. Medium telephone contact. Send resume and salary requirements to box 426 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

MATURE, production typist for direct mail services, full or part time, Magaw -Johnson Assoc. Inc. 20600 Schoolcraft, Detroit. 533-4760

MATURE WOMAN, for office receptionist in X-ray clinic. Garden City area, call between 1 - 3, Mon. thru Fri. for appointment. 261-1300

NATIONAL TITLE COMPANY
Seeking responsible person, real estate or closing experience preferred. Call Nancy. Transamerica Title Insurance Company 645-5200
An Equal Opportunity Employer

OFFICE ASSISTANT for Farmington location. Mature person, must have good figure aptitude. 40 hour week. Call between 9am-2pm. Monday thru Friday. Ask for Janis. 478-3651

OFFICE CLERICAL
For Southfield Firm. Days, Mon. thru Friday, Saturday and Sunday off. Typing experience necessary. Applications accepted Monday thru Friday, 2 PM to 5 PM at: 19068 W. Ten Mile, Southfield.

Office Clerk
Full time position. Must have experience in typing and general office skills. Novi area. Call Wednesday between 10 AM and 3 PM
349-5000

OFFICE CLERKS
NO TYPING NECESSARY
DAYS & AFTERNOON SHIFT
Must be 18 & have transportation.
NO FEE
19500 Middlebelt, Suite 310E
478-1130
MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

OFFICE GIRL - full time position, evenings and weekends. Apply between 1 and 3 PM. Monday thru Friday - The Heartbeide, 15700 Middlebelt, Livonia

OFFICE HELP needed to schedule and dispatch Service men. Experience in Inventory control, Service writing helpful. Mon. thru Fri. Salary and benefits. Call 431-6500 for an appointment.

OPERATOR/PROGRAMMER
Central office of expanding Retail Drug Chain, headquarters in Dearborn, needs competent individual to take charge of the Data Processing Department, and will assume direct supervision of a staff of 3. Experience in operating an IBM 3-4 a must. Will maintain existing RPG II program and development of new applications & program. Excellent working conditions & advancement opportunities. Compensation commensurate with qualifications. Full benefits. Send Resume along with salary requirements to: P.O. Box 684, Dearborn, Mich. 48126.

OPPORTUNITY
Entry-level position as a sales assistant with one of the largest industrial electronic distributors in the nation. Clerical and phone skills preferred but will train the right person. Benefits and profit sharing. Call Steve Martian 535-1800

ORDER DESK
Order Desk trainee needed. Light typing, heavy filing, and telephone work. Experience desirable, but will train the right person. Position currently exists in Troy, Mich. but will be permanently relocated to our Redford Twp. office within 90 days. Call Ziebart International Corp., 588-4100, Ext 215.

PART TIME - experienced legal secretary wanted for pleasant law office near Maple - Telegraph. Flexible hours 644-8350

PART-TIME GENERAL Secretary needed for small Southfield office. Typing necessary, some phone work helpful. Hours are flexible. Perfect for Homemaker. 313-356-0033

PART-TIME
Girls to work in a Southfield office. Hours, Mon. thru Thurs., 5 to 9, Sat. 10 to 2. Please call 358-3169

PART TIME SECRETARY
Mature, responsible and experienced Secretary needed for pleasant position, 8:30AM-12:30PM, 5 days. No shorthand. Typing 50 w.p.m. Pleasant office south of 13 Mile on Southfield Rd. Call for appointment: 642-1666

PAYROLL CLERK
Permanent Salaried Position

Royal Oak -- Birmingham area industrial firm. Excellent benefits & working conditions. Experienced in all phases of payroll. Above average typing ability with accounting background.

Call For Immediate Interview
549-3175

PBX OPERATOR to handle new system for Troy company, 15 Mile and Crooks. Will train. Send resume to: Box 456, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PERSON for general office work, including typing, posting, bookkeeping. Southfield area, 354-4333,
352-1692

RECEPTIONIST/SECRETARY
to handle busy phones. Typing and light shorthand required. Call Mrs. Haas for appointment. 852-7100

RECEPTIONIST
Starting September 3, Wednesday thru Saturday, 4pm-9pm. Sunday, 9am-5pm. Call Mr. Wall,
Birmingham Athletic Club. 646-5050

504 Help Wanted Office-Clerical

PHONE ORDER/
CRT OPERATOR
We have position open for a Phone Order/CRT Operator. Position involves taking incoming phone orders & processing them on CRT Terminal. CRT experience helpful but not required (50-55WPM) required. Trey location. Excellent fringes & working environment. $125 per week plus commission on selected products. Contact A. Henderson at 588-5970 ext. 218
An Equal Opportunity Employer

PHONE RECEPTIONIST
Vic Tanny International's main office needs immediately a mature well groomed phone Receptionist. Full time. Please call for appointment. Ask for Gloria. 644-9011

POSITION AVAILABLE to work with a young, aggressive insurance company in Southfield. Young person preferred. Opportunity for responsibility, if you are bright, ambitious & have a pleasant phone voice call
644-8885

PURCHASE CLERK. Mature individual to perform general clerical duties including purchasing, follow-up for maintenance and engineering department of Dearborn Mfg. firm. Must have aptitude for figures, be good typist and enjoy phone contact. Call Controller between 10 AM-12 Noon. 584-8800

RECEPTIONIST wanted, days, for suburban country club. Must work Tues. thru Sun. including holidays. Some typing skills required. Excellent benefits. Call Tues. thru Fri. 851-2200

RECEPTIONIST
Wanted days for Suburban Country Club. Must work Tues. thru Sun. including Holidays. Some typing skills required, excellent benefits. Call Tues. thru Fri. 851-2200

RECEPTIONIST/TYPIST
Resumes are presently being accepted by communications firm looking for a bright person with exceptional typing and office skills. Address resumes to Box 236, Bloomfield Hills, Mich. 48013

Receptionist
General office duties including typing and simple bookkeeping. Good salary and benefits. Apply
H R Krueger
MACHINE TOOL INC.
31506 Grand River
Farmington
477-8400

RECEPTIONIST/TYPIST
With varied duties for office in Birmingham area. Benefits
644-0899

RECEPTIONIST - With 60 WPM. typing skill. Full time, in Southfield's Town Center. Salary open. Call for appointment 358-3730

RECEPTIONIST - full time position available in Nov. Bloomfield. Typing skills, general office experience. Mrs. Ferguson 478-9350

RECEPTIONIST/TYPIST
15 Mile, Telegraph area, Architect - builder call weekdays.
645-2335

RECEPTIONIST-TYPIST to learn legal field. Good spelling, typing and dictaphone required. Immediate opening. Call between 9am-2pm. Monday thru Friday. Ask for Janis. 478-3651

RECEPTIONIST
Hours Mon-Fri., 4.30-7. Saturday, 9-5. Some Sundays. Need calm, friendly, mature person. Hours & salary negotiately. Call and ask for Leslie. 644-4700

RECEPTIONIST, with typing, accurate 60 wpm., must like public contact and variety of interesting office duties. To $12,000. Fee paid.
Blondale Personnel 645-9884

RECEPTIONIST - Telephone console operator-typist. Immediate opening. Farmington Hills. Excellent communication & typing skills. Good starting salary, fringe benefits. 478-2610

RECEPTIONIST
One person office in Troy - Oakland Mall area. Typing, telephone, billing & miscellaneous office duties. Must be High School graduate. For information call 549-1475

RECEPTIONIST-dimension switchboard, secretarial skills necessary. Typing at least 55WPM at home. Opportunity for advancement. Call Nancy 8am-5pm 647-2320
Affirmative Action Employer

RECEPTIONIST
TYPIST
For front desk position, Birmingham area office, good typing and professional attitude essential. 644-6800
Equal Opportunity Employer M/F

RECEPTIONIST-
SALES CLERK
Variety of duties
Major oil firm's sales office
Salary + excellent benefits
Send resume P.O. Box 605
Southfield, MI. 48037
An Equal Opportunity Employer

RECEPTIONIST
TELEPHONE OPERATOR
TYPIST
For downtown Birmingham Real Estate office. Light typing. Part time evening hours: 5 PM. - 9 PM., Mon. thru Fri., 8.30 AM. - 5:00 PM. Saturday, 11 AM. - 5 PM. Sunday. Good salary, fringes. Reply to P. O. Box 464, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/TYPIST
Mature woman for part time, diversified work.
CENTURY 21
GOLD KEY HOMES
18303 Beech Daly Rd. Redford
255-2100

RECEPTIONIST
As a result of continued expansion, our Southfield based company has immediate position to join our staff. This individual must be sharp with good phone personality and people finesse. Light typing and moderate office skills a plus. Salary commensurate with experience. For more information, call Laurie Soyer in confidence.
AMERICAN
PERSONNEL AGENCY
355-5526

RECEPTIONIST required for Southfield office. Light typing, filing and misc. duties. Call Monday thru Friday 9 to 5 PM. 424-8719

RELOCATION
SECRETARY
Company seeks responsible organized individual. Requirements include high school diploma with minimum of one year experience in Real Estate office, Mortgage Company or Lending Institution. Position is Clerical in nature; typing speed 45 WPM. Candidate must be detail concurrence, have follow thru, and be able to deal with people. Full time, permanent position available.
Call 478-8855 after 10 AM.
An Equal Opportunity Employer

RESALE CO-ORDINATOR
Co-ordinate the move in and move out activity for Welland co-operative. Must be able to communicate effectively with public in addition to typing, filing, and other office skills. $4.50 an hour, plus benefits. 425-3690

SECRETARIAL OPPORTUNITY - position available for recent High School graduate, with a Lawyer Office in easily accessible Southfield location. Opportunity for promotion, stability and diversity of work. If you are bright, intelligent and ambitious - no previous experience is necessary. Excellent typing skills required. Call Mrs. Brayman 8:30AM-5PM. 355-0237

SECRETARIES
Bloomfield Hills advertising agency has immediate openings for Secretaries seeking interesting and varied assignments. Accurate typing at 40 wpm required plus professional telephone manner and good organizational skills. Some positions also require shorthand at 80 wpm. Phone Personnel Department. 642-7700
DARCY-MACMANUS & MASLOW
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

RESERVATION CLERK - for Bloomfield travel agency. Good typing & phone manner required, salary $4 hr.

RECENT - high school grad will be trained to be blueprint operator in large Trey development company. Growth position in great location. $125 to start. Good benefits & agency fee paid.

EXECUTIVE SECRETARY - for vice president of large Troy company. Work for great boss. Must be executive row caliber person. Salary $11,700 plus benefits & fee paid.

ADMINISTRATIVE - secretary for home office of Southfield financial institution. Good experience required, salary $9300 to $10,400 plus full benefits & fee paid.

ADAMS
&
MARTIN
920 Maple Birmingham
646-5600
DIAL A JOB
24 Hour Service To Hear About Our Most Recent Openings
646-8780

RESPONSIBLE PERSON needed to run front office organizational and secretarial work duties. Excellent benefits and pleasant working conditions. Contact Miss Kruger. 553-6200

SALES ASSISTANT for large bridegear firm. Oakland county location. Good typing skills. 50 WPM. General office duties. Full time position. Pay commensurate with experience. For appointment call 569-3200

SECRETARY - PLUS.
Experienced in all office procedures. 3 girl office. National manufacturer. Redford 538-5380

SECRETARIES
TYPISTS
KEYPUNCHERS
In between jobs, or need a summer job? Earn top pay and still have time to look for a permanent job. Come in and let us evaluate your skills. Not an agency, never a fee.

SOMEBODY
SOMETIME
Temporary Help

Livonia	525-5570
Southfield	772-5500
Madison Heights	545-1700
Dearborn	565-3500

Secretaries
Typists
IMMEDIATE OPENINGS
19500 Middlebelt, Suite 310E
478-1130
26075 Woodward, Suite 305
543-1080
Renaissance Center
Tower 100, Rm. 1909
259-6511
NO FEE
MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

SECRETARY
A great opportunity for a sharp SECRETARY to earn $175 per week plus benefits working in a new ultra modern office located in Livonia. For an easy going atmosphere and a chance to advance with a growing company call between 11 AM & 5 PM. Mon. thru Fri.
478-3830

SECRETARY- AVONDALE Youth Assistance, 16 hours per week. $3.50 per hour, Secretarial Skills Desirable. Call 853-3716 or send resume to 220 S Squirrel Rd. Auburn Hts.

SECRETARY/BOOKKEEPER
For runaway shelter, Typing & Bookkeeping skills essential. Send resume by Aug. 29 to 249 W. 10 Mile Rd., Pleasant Ridge, Michigan 48069

SECRETARY
Branch office of large industrial electronic distributor has immediate opening. Typing, shorthand & office administration skills are required. Benefits and profit sharing. Call August 20 or after
Ron Carpenter
PIONEER MICHIGAN
13485 Stamford, Livonia
525-1800

SECRETARY
Efficient & pleasant for college program. Varied duties, good typing necessary. Steno helpful, but not required. 8 Months experience required.
Salary negotiable after August 19
Personnel office
Madonna College
36600 Schoolcraft
Livonia, Michigan, 48150
Equal Opportunity Employer M/F

SECRETARY-ENTRY LEVEL, with light experience. Fast accurate typing, no shorthand. Nationally prominent firm. $10,200 or more with light legal experience. Fee paid.
Blondale Personnel 645-9884

SECRETARY
Experienced, aggressive secretary with good shorthand & typing skills for in-house counsel. Legal/Real Estate experience helpful but not mandatory. Good benefits. Southfield location. Call
569-4400

SECRETARY, Experienced for 3 girl Southfield manufacturer's rep office. Accurate typing, pleasant phone voice, general office duties. Salary approximately $175 per week plus fringes. Non-smoking office. Call 358-2618

SECRETARY-Experienced in accounts receivable or accounts payable. Ages 25-35, 2-5 years experience preferred. Excellent benefits & pleasant surroundings. Send resume to: Box 289, International, Box 289, Birmingham, Mi. 48012.

SECRETARY
Experience essential. Fast Accurate typing, dictaphone, record keeping. Professional office. W. Bloomfield. 25 hrs. per week. No evenings or weekends. Call Mrs Johnson 645-3660 Mornings Only. Evenings or Weekends
614-5208

SECRETARY for national franchise commercial real estate office. Partridge & Assoc. 5115 ATA Drive, W. Bloomfield Hills, Mi. 48013. 338-5500

SECRETARY for Architect's office in Birmingham. Part time leading to full time employment within a few months. Typing, filing, telephone, dictaphone and general office.
647-5600

SECRETARY, for prominent motion picture advertising studio. Strong typist, no shorthand. Work with creative graphic artists. Must have experience. $10,400. Fee paid.
Blondal Personnel 645-9884

SECRETARY full time. Sales marketing office. Rochester area. Reply to:
SECRETARY
Full time position in Office in Northland Mall area. Typing skills required. Comfortable atmosphere.
Call Ruth Ann at:
559-1620

SECRETARY
Full time, experienced, accurate typist, shorthand preferred. Pleasant personality. Maple-Telegraph area. Ask for Joann.
647-6433

SECRETARY, Southfield based international firm is seeking Secretary with exceptional skills in shorthand and typing. Ideal equal opportunity position with real advancement potential. $12,000 or depending on experience. Fee paid.
Blondale Personnel. 645-9884

504 Help Wanted Office-Clerical

SECRETARY TO THE DIRECTOR of Building & Ground, Rochester Schools. Typing & shorthand required, ability to deal with people. If interested please contact the Personnel office at
651-8310 ext. 33

SECRETARY
Troy sales office needs responsible pleasant individual. Job offers variety & challenge. Good salary & benefits. Applicant must be good with figures, have typing ability & a good telephone manner. Call 528-0666

SECRETARY
Troy location. Typing and good phone manner necessary. Full time. Good benefits. Call for interview appointment.
528-1540

SECRETARY
General office. Experienced, for small, pleasant office in Southfield. Good typing skills, shorthand preferred, machine transcription necessary. Work well with others. Good fringes, good salary.
557-6777

SECRETARY
Good shorthand and typing skills. Immediate opening. Land Management Firm. Schoolcraft-Merriman area.
522-5030

SECRETARY - Growing company, located in prestigious Town Center Complex, Southfield area; seeks qualified Secretary with good typing skills and office procedures. Dictaphone experience helpful. Challenging opportunity with room for advancement. 358-5755

SECRETARY
Immediate opening for a Secretary reporting to the Credit Manager. The person must have good typing & be aggressive self-starter with good typing, clerical and oral communication skills. A background in accounting is a definite plus. Apply in person or call to arrange for a personal interview.
CLAWSON CONCRETE CO.
21990 GREENFIELD RD.
OAK PARK, MICH. 48237
Phone 967-1800
An Equal Opportunity Employer

SECRETARY, Jr. with good typing and light legal experience. Shorthand not necessary, but should know dictaphone. Excellent opportunity for experience with prestige name law firm. $10,000 fee paid.
Blondale Personnel 645-9884

SECRETARY JR., with good typing and light legal experience. Shorthand not necessary, but should know dictaphone. Excellent opportunity for experience with prestige name law firm. $10,000 fee paid.
Blondale Personnel 645-9884

SECRETARY
Major Southfield firm needs bright person with solid work experience. Shorthand required. Position offers beautiful offices, variety, excellent salary and benefits. Southfield location. Call
A BETTER WAY. . 352-4320

SECRETARY
Needed for Sales Department of progressive Southfield firm. Typing and shorthand required, pleasant working conditions and excellent benefits. Salary commensurate with experience and willingness to learn. For appointment call 352-3299

SECRETARY needed for sales department in Madison Hts. shorthand and typing skills required. Call Mrs. Stephenson for appointment. 589-2000

SECRETARY/OFFICE MANAGER
For small foundry in Novi. Duties include: Bookkeeping, payroll, invoicing and reception. Must have pleasant telephone manner. Ability for typing & shorthand a must. Excellent benefits. Call after 5PM for interview. 851-9613

SECRETARY-OFFICE MGR.
part time for insurance office in Plymouth. Ask for Mrs Sylvester. 453-8904 or
349-8487

SECRETARY
PARTNERS of Birmingham CPA firm in need of experienced secretary, prior accounting firm experience helpful. Excellent working conditions. Send qualifications too: Box 412Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - part time, 20 hrs. week, previous office experience & excellent typing & shorthand skills required. Benefits helpful. Southfield area. Call for appt. 559-1223

SECRETARY, Part-time, 20 hrs. a week. Previous office experience and excellent typing a must. Knowledge of Chemistry helpful. Southfield area. Call for an appointment. Days, 559-1223. Evenings, 791-1673

SECRETARY
Pleasant Southfield Law office, Northland Area. Typing 50WPM, shorthand, experience preferred, ask for Jane
569-1911

SECRETARY - Receptionist, for Farmington Hills private school, good typing/English skills necessary, shorthand or dictaphone experience important, pleasant working invironment. Competitive salary & benefits. Send resume to: Director Of Development, Our Lady of Mercy High School, 28300 11 Mile, Farmington Hills, Mi. 48018.

SECRETARY/RECEPTIONIST
Farmington Hills manufacturing company has opening for secretary with shorthand and statistical typing skills. Individual must be capable of typing from rough dictation, statistical and technical documents into English, type quotes, prepare bids and general correspondence. Good command of English language, a Must. Contact Mr. Schmidt 478-8060

SECRETARY/RECEPTIONIST
Farmington Hills advertising agency experienced gal Friday receptionist with superior typing skills & shorthand. Duties are varied with heavy typing to be sure but busy atmosphere. Salary based on experience. If you qualify call for appointment. 553-4646

SOUTHFIELD LAW Firm has 2 openings for Legal Secretaries. Must have previous experience in estate litigation or workmen's comp. This opportunity is for a late charge person only. Salary commensurate with ability. Full benefit package. Call 358-4660

SOUTHFIELD
Seeking individual with previous office experience and good typing skills. Call Paul Geyer. 355-9200

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE
INPUT CLERK
We need an ambitious person to assist with our Accounts Payable. Good personality and willingness to work overtime as needed is required. We offer an excellent salary combined with a comprehensive benefit package. If your background includes Accounts Payable experience with EDP exposure and you want a challenging position with a growing corporation, please apply at
The Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, Michigan
Equal Opportunity Employer

The Quaker Oats Co.
Major food manufacturer has opening for permanent sales office clerical position. Company has long term lease in desirable Bloomfield Hills location. Good starting salary. Major medical/dental, retirement and profit sharing plan. Send resume To:
The Quaker Oats Co.
4190 Telegraph Rd., Suite 308
Bloomfield Hills, Michigan 48013
An Equal Opportunity employer M/F

504 Help Wanted Office-Clerical

TYPIST
Need someone full time with general office experience for West Bloomfield Office, located in Pine Lake Mall. Typing speed and accuracy a must. Salary based on experience. Call 539-5585.

TYPIST/RECEPTIONIST
Southfield Advertising Agency - pleasant working conditions. Typing 60 WPM. Entry level position. Call 827-8343

TYPIST-RECEPTIONIST
Experienced, good telephone. Natural firm in new suburban office. 353-5660

Typist
Secretaries
Switchboard Oprs.
Accounting Clerks
Receptionist
If you have any of these skills and would like to work on temporary clerical assignments near your home contact the KELLY Office closest to you. In addition to over 100 job categories, we offer top assignments, top pay rates, merit increases, a bonus referral plan and paid vacations. Find out why so many people enjoy working the "The KELLY WAY".
29419 6 Mile, Livonia
522-4020
2239 S. Telegraph, Bloomfield Hl.
642-9650
999 W. Big Beaver
Suite 100, Troy
362-1180
23777 Greenfield
Suite 322, Southfield
424-9100
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KELLY SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F

TYPISTS
Now is your time to get into the very demanding field of data processing and train on the job as a data entry keypunch operator and get paid at the same time. Must type 55 wpm accurately. Great benefits and bonus pay.
Livonia, 8 Mile & middlebelt
Afternoon Shift Only
Call Dan Kaiser 8AM - 5PM
478-7449

TYPIST
Southfield firm needs experienced person with good phone skills. Must type 65 WPM accurately. Great benefits. Diversified duties. Good opportunity for qualified person with mature judgement.
353-8640

BARTENDER - Weekends
Waitress, full time.
Livonia Lanes
421-1890

BUS BOYS
Day & Night
Own transportation. Apply in person, Prahsler's, 154 Hunter Blvd., Birmingham 644-5222

BUS BOYS - Days and evenings. 1st class Farmington Hills restaurant. Call for interview. 851-4094

BUS BOYS
FULL TIME
APPLY IN PERSON
Nugget Restaurant
30685 W. 12 Mile Rd.
Farmington

BUS BOYS - must be 16. Apply in person after 2 PM. Biltmore Inn, 6400 Orchard lake Rd., W. Bloomfield.

BUS BOYS
Nights. Full or part time. Apply in person Clamdiggers, 30555 Grand River, Farmington

DISHWASHER - days, 8 to 4 PM. Some prep work. Farmington Hills. Call for interview 851-4094

DISHWASHER - days, 6:30 AM. to 2:30 PM. Apply - 9 AM. to 11 AM. or 1 PM. to 3 PM. to-day thru Sunday. Botsford Inn, 28000 Grand River, Farmington

WAITRESS/WAITER
Banquet type serving desirable. 5-10 years experience as a waitress required to train 30 waitresses to serve gourmet Italia and to run the dining room of a large retirement center. Opportunity for 100 to start, plus benefits. Apply in person
Franklin Club Apts
28201 Franklin Rd. Southfield
353-2810

ARBY'S
Now hiring sales people for full and part time positions. Flexible hours on both day and evening shifts. Advancement into management possible for qualified individuals. Apply in person
1150 LIVERNOIS, TROY
Glen & Maple Rd.
An Equal Opportunity Employer

ASSISTANT Manager (Rochester area) Expanding restaurant management corporation seeks young, ambitious hard working men to supervise banquet facilities. Must have experienced, Hill Grad preferred, excellent chance for promotion, salary range $12,000 to $15,000 Call between 9AM-4PM, Monday thru Friday. 656-8305

A-1 NIGHT COOK needed for Southfield Supper Club. Top pay and Blue Cross plan available. Also need general kitchen help. Apply in person, Monday thru Friday, 9 to 6PM. at 28125 Franklin Road, Southfield. 12 Mile, Northwestern area.

BARTENDER
Apply in person at Holiday Inn-Livonia, 30175 Plymouth Rd., across from the Terrace Theatre

BARTENDER
PART TIME
Day and evening hours. Apply in person after 2:30 PM.
Machus Red Fox
6676 Telegraph Rd.
Near 15 Mile Rd.

BARTENDER - Weekends
Waitress, full time.
Livonia Lanes
421-1890

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Day & Night
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